

# Career Opportunity

## U.S. Pretrial Services Officer

Classification Level: 25-28 (depending on qualifications)  
Starting Salary Range: \$43,404-\$53,393 (depending on qualifications)  
Promotion Potential to CL 28  
Salary Potential: \$98,236

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. UP TO TWO POSITIONS AVAILABLE: ONE POSITION LOCATED IN DETROIT; ONE POSITION LOCATED IN FLINT (ALSO SERVICES BAY CITY LOCATION).**

### **POSITION SUMMARY**

This position is located in the Pretrial Services Office of the District Court, Eastern District of Michigan. The employee conducts investigations, provides bail recommendations to the Court, conducts pretrial diversion investigations, interacts with contract agencies, prepares reports, supervises defendants, and performs duties that involve pretrial services cases. A Pretrial Services Officer is designated as a hazardous duty position and is covered under the hazardous duty retirement system. The Pretrial Services Officer is under the immediate supervision of the Supervising Pretrial Services Officer. Regular travel within the district is required, occasional travel outside the district may be required. May periodically be required to work outside normal business hours.

Within the first six (6) months of employment, the successful candidate will be required to participate in a six (6) week Federal Law Enforcement Training Center (FLETC) program located in Charleston, South Carolina.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Conduct investigations and prepare reports for the Court with recommendations, which require interviewing defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, and include Monographs, and relevant case law.
- Track developments in the law, and update staff and the Court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, sex offenses, and similar problems and implement the necessary treatment or violation proceedings, through assessment, monitoring, and counseling. Schedule and conduct drug use detection tests, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the Court. Maintain detailed written records of case activity.
- Investigate and analyze financial documents and activities and take appropriate action. Responsible for enforcement of location monitoring conditions ordered by the Court.
- Assess defendants' level of risk and develop a blend of controlling and correcting risk management strategies.
- Participation in on-going training and education opportunities to further develop and/or enhance techniques and skills relating to defendants investigation and supervision practices.
- Communicate with other organizations and persons (such as the Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court hearings. Guide the work of staff providing administrative and technical assistance to officers.
- Guide, advise, train, and make recommendations to other officers, the Court, and other individuals regarding their designated area of specialty. Perform investigative and supervision responsibilities for defendants with specialized situations or needs.

**Announcement  
Number: 14-02**

**Date Posted: February  
10, 2014**

**Closing Date: March 10,  
2014**

**Locations: Detroit, Flint**



U.S. District Court  
Eastern District of Michigan  
[www.miept.uscourts.gov](http://www.miept.uscourts.gov)  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848

[apply@mied.uscourts.gov](mailto:apply@mied.uscourts.gov)  
Subject: 14-02 PSA Officer

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES (Continued)**

- May supervise defendants in witness protection programs.
- May assist and perform as back-up to Senior Pretrial Service Officers.
- Perform administrative duties regarding area of specialty.
- Perform other duties as assigned

### **Maximum Age and Security Requirements:**

The position requires the investigation and supervision of criminal defendants who present physical danger to the officers and to the public. Officers, therefore, must be physically capable, have good vision and normal hearing ability. First-time appointees to hazardous duty must not have reached their 37<sup>th</sup> birthday at the time of appointment. Prior to appointment, applicants considered for this position will undergo a full FBI background investigation. An unsatisfactory background investigation may result in termination of employment.

### **Medical Requirements:**

Prior to appointment, the applicant considered for the position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the applicant may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, the employee will be subject to ongoing random drug screening and updated background investigations thereafter.

### **Qualifications:**

**Required:** A bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position at least one year of specialized experience to compete for entry at grade CL 25; or with at least two years specialized experience, including at least one year equivalent to work at the CL 25 level, to compete for entry at grade CL 27; or with at least two years specialized experience, including at least one year equivalent to work at the CL 27 level, to compete for entry at grade CL 28.

**Specialized** experience is defined as progressively responsible experience, **gained after completion of a bachelor's degree**, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience in closely allied fields such as educational guidance counselor, social worker, caseworker, psychologist, and correctional researcher may constitute a portion of the specialized experience. **With the exception of criminal investigative experience, experience as a police officer, corrections or prison guard, custodial or security officer, FBI or Customs Agent, or U.S. Marshal does not meet the requirements of specialized experience.**

**Preferred:** Experience as a Pretrial Services Officer. Current position includes at least three years of experience in the supervision of defendants/offenders.

### **Educational Substitutions:**

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in an accredited university in one of the social sciences may be substituted for one year of specialized experience at the CL 25 level. Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences may be substituted for two years of specialized experience at the CL 27 level. Candidates who satisfy the minimum requirements identified above for the CL 25 and/or the CL 27 using only educational substitutions, without a minimum of six months of specialized work experience, will not be considered qualified. Educational Substitution for specialized experience is not applicable at the CL 28 level.

**NOTE:** A degree which relies primarily upon credit for life experience rather than academic course work is not considered as qualifying for substitution of education experience for actual work experience under this section.

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**PROCEDURES FOR APPLYING:**

To be assured consideration, please submit the following single-sided documents **ONLY**: a cover letter (include announcement number and location preference), resume **and completed application** (download from the Court website) to the address at the left on page one by the closing date. Date of birth **MUST** be reported on the application form. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

**An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.*

*All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.*

*Retention depends upon a favorable suitability determination.*

*All appointments also subject to mandatory electronic funds transfer.*

*More than the advertised number of positions may be filled with this announcement.*